

Information about Which All Overseas Personnel Should Have Knowledge

1. Their rights, privileges and benefits and related responsibilities as Employees or Agents of CIA:

a. Status, advancement or promotion prospects or policies, leave rights (annual, home, sick), career or term prospects, Agency facilities (Credit Union, life insurance, hospitalization insurance), complaint or grievance procedures.

2. An adequate concept of CIA organization and function and specific knowledge of the individual's overseas function and a clear understanding of the organization of the overseas mission to which the individual may be attached, the chain of command and reporting.

3. A comprehensive working knowledge of security policies, concepts and practices. (Personal security responsibility, document security, physical security, cover security and operational security.)

4. An adequate working knowledge of Agency Travel Regulations, per diem policies and travel voucher accounting procedures.

5. A general understanding of Agency overseas allowance and salary differential regulations, the procedure for claiming allowances and the method of administering them.

6. A general understanding of the Agency concept of special allowances — circumstances of eligibility, how to claim and justify, how they are administered.

7. If there is any likelihood that the individual will be authorized to expend or obligate confidential funds, he should understand Agency policies controlling their expenditure and should have a working knowledge of Agency accounting procedures and requirements.

8. Each individual should receive thorough instruction regarding the establishment, development and maintenance of cover. This applies equally to the various forms of official United States government cover and non-government cover. It must cover the entire period from recruitment and training in the United States, to the actual adoption of cover employment and subsequent overseas activities.

9. Detailed advice and assistance should be given concerning the settlement of personal affairs in the United States prior to departure. Items to be covered include military reserve or draft status, personal finances, banking and credit arrangements, wills, powers of attorney, insurance, arrangements for the continuing stateside purchase and shipment of clothing and other supplies not available at the overseas post of duty.

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10. Detailed instructions and assistance (if permissible with security) should be given concerning the packing, insuring and shipment, or the storage of personal and household effects. This is particularly important for dependents scheduled to follow the employee at a later date.

11. Each traveler should receive practical current advice regarding the customs, problems and techniques of foreign travel. This should cover modes of travel, recommendation as to lines and routes, advice concerning custom duties, foreign exchange, problems of transferring from sea to overland travel, "Duncan Hines" advice for stopover points and for the initial period of temporary quarters at the post of duty.

12. Each individual and his dependents should have a comprehensive and current knowledge of the living conditions at his post of duty. Essential information can be categorized as climatic, economic, social, medical, recreational, educational. In general, the individual and his dependents must be psychologically and practically equipped to cope with the living conditions he will encounter. If there is reasonable doubt that the individual cannot independently cope with the situation, he either should not be sent to the post or the Agency should be prepared to give special assistance.

13. To an optimum degree, the individual and his dependents should be culturally oriented to the area of assignment. They should be briefed or provided with bibliographies which will give them a stimulated interest in the language, customs, history, culture, and current economic and political history of the country of assignment.

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